



AMERICAN ACADEMY  
EDUCATE | INNOVATE | EXPLORE

---

## Comprehensive Fee Policy

---

*This policy was modified and approved by the American Academy Board of Directors on March 29, 2019.*

### **Purpose**

The purpose of this policy is to define types of fees that may be imposed upon students prior to, during, or upon completion of the school year. Additionally, this policy states American Academy's (the School's) expectations with regard to collection of fees, and actions taken in the event of non-payment of fees.

### **Student Fees**

These mandatory fees are typically assessed at the beginning of the school year. These fees supplement the school's costs for textbooks and expendable materials for each student (such as, but not limited to: textbooks, planners, workbooks, and expendable supplies). STEM fees are used to support the STEM program. These fees may be adjusted annually, and may differ in amount between grade levels. The amounts of the fees are published in the School's Parent e-Handbook prior to the beginning of each school year.

Student fees are not refundable after October 1 of each year.

### **Field Trip & Other Activities/Program Fees**

These voluntary fees are a condition of a student's participation or attendance at a school-sponsored activity or program. These fees may include: registration fees, entry fees, transportation fees, additional supply/material fees. The amounts of these fees are communicated as needed, and will fluctuate between the activity or program. See the school's Field Trip Policy for more details.

### **Extracurricular Fees**

Extracurricular fees are covered in the Extracurricular Policy. Outstanding Extracurricular fees (including late pick up fees) will be handled as outlined in the Non-Payment of Fees section below.

### **American Academy Employees**

Employees of American Academy may receive a 20% discount on fees, including student fees, extracurricular fees, kindergarten tuition, field trips (excluding overnight field trips), and KindiePrep tuition. The discount only applies to fees charged directly by American Academy. Employees of American Academy may utilize Homework Club for their own students, without cost, when they are actively engaged in their employment. If the total value of said benefits exceeds \$2,000 in one calendar year, the amount in excess of \$2,000 will be reported as regular compensation.

### **Late Pick-up Fees**

Late pick-up fees are covered in the Carpool Policy. Outstanding late pick-up fees will be handled as outlined in the Non-Payment of Fees section below.

### **Lost, Damaged or Overdue Fees**

These mandatory fees are assessed in instances when a student has lost, damaged or failed to return in a timely manner, any materials that are property of the School. The amounts of these fees are determined by the School on a case-by-

case basis, but will never exceed the actual cost borne by the School for replacement of the materials. Further details follow:

***Textbooks and Instructional Resources***

All textbooks and instructional materials (including CD-ROM's and other forms of instructional resources) are the property of American Academy and are on loan to students for their use during the school year. Students are responsible for the proper care of textbooks and must maintain them in good condition. Textbooks must be covered as instructed by the teacher. At the end of the year or unit of study, students must return the exact numbered copy they were issued to get credit for turning in the book. Students/parents will be responsible for the replacement cost of textbooks that are unduly damaged or not returned for any reason. If a textbook is lost during the school year, a duplicate textbook will not be issued until the cost of replacing the lost textbook is paid. All replacement textbooks will be purchased by and retained as property of American Academy.

***Library Books and Resources***

Students are responsible for the proper care of library books and resources and must maintain them in good condition. Fines will be assessed for library materials that are not returned or are returned with damage. Parents may pay the replacement cost of the book or provide a replacement book provided the book is the exact same copy and type of book (for example, same ISBN number and same binding type).

***Technology Resources***

All computers and technology resources that are the property of American Academy are on loan to students for their use during the school day as required. Students are responsible for the proper use and care of school computers and equipment. Students/parents will be responsible for the replacement cost or repair cost of computers or technology equipment that are unduly damaged while in the student's care.

**Bank-incurred Charges**

Should the school incur bank charges related to returned payments (checks, EFTs, etc), a \$20.00 charge (for each instance of return due to insufficient funds or other reason) will be invoiced to the parent. Payment of returned check fees will be due within five (5) school days of notice. Failure to pay such fees may result in any of the actions described in the "Non-payment of Fees" section of this policy. In the event a check is returned, the School may, at its discretion, require cash prepayment for participation in future activities or programs.

**Payment Terms for Fees**

Mandatory Student fees are to be remitted to the School within 30 calendar days of notice or at the time of annual student registration. Voluntary fees are to be remitted to the School prior to the date of the activity or program.

If a parent pays for a book and that book is later returned, a full refund will be made only if the book is returned by or within two weeks after the end of the academic school year in which it was checked out. An overdue fine will be charged for all books returned after this time.

**Non-Payment of Fees**

Invoices and/or Statements of Account will be issued to the parents of any student who has not remitted payment of fees as described above. Any outstanding fees at the end of an academic year will automatically be added to a student's registration fees the following year. If a student graduates or ends their enrollment, but has siblings who attend American Academy, any outstanding balance for unpaid fees will be added to the youngest student's account for billing purposes.

Further, failure to pay mandatory or voluntary fees to the School may result in immediate and/or future: suspension of student or parent privileges, and/or disallowing student or parent use of school property, and/or denial of student or parent participation in school-sponsored activities or programs.

**Waiver**

Selected fees may be waived for those students who meet the CDE eligibility requirements and guidelines set for free and reduced-price meals or have other extenuating circumstances, as approved by the EDS or designee.

\*\*\*\*\*

**PLAN HISTORY**

- Original:* approved by the BOD on January 18, 2011
- Revision 1:* approved by the BOD on January 18, 2012
- Revision 2:* approved by the BOD on June 19, 2013
- Revision 3:* approved by the BOD on February 10, 2015
- Revision 4:* approved by the BOD on February 9, 2016
- Revision 5:* approved by the BOD on March 29, 2019

**SUMMARY OF REVISION 1**

- Added a non-refundable date for Student Fees.*
- Added Extracurricular Fees.*
- Added Late Pickup Fees.*
- Clarified Bank Incurred Charges.*

**SUMMARY OF REVISION 2**

- Added employee discount.*

**SUMMARY OF REVISION 4**

- Clarification on STEM-related student fees and separation of library resources from textbooks and instructional resources.*

**SUMMARY OF REVISION 5**

- Added Homework Club as an employee benefit and allowed for waivers under extenuating circumstances.*

